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ABSTRACT

This report presents the results of a year-long study designed to gather information on current preservation activities at the University of Oregon Library and develop recommendations to improve those activities. Summary reports are presented for the five study task forces, and 43 recommendations built on the preservation-related procedures and activities currently in place throughout the library are detailed for the broad areas of organization, programs and policies, disaster preparedness, environment, preservation training for staff, and supplies. The justification, responsibility, time frame, fiscal impact, and staff time are included for each recommendation. Listings of task force members, recommendations by time frame, and recommendations by responsibility are appended. (KM)

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EDITORS NOTES ON THIS PUBLICATION SERIES

This final report is one of ten in a series resulting from libraries conducting the OMS **Preservation Planning Program** (PPP). A two-year grant from the National Endowment for the Humanities enabled the OMS to select and work with ten Association of Research Libraries members as they conducted the **Preservation Planning Program** and served as demonstration sites for other libraries in their areas. Applications from interested libraries were screened in Fall 1984, and ten libraries were chosen to conduct PPP self-studies from 1984 to 1986.

The **Preservation Planning Program** is designed to put self-help tools into the hands of library staff responsible for developing plans and procedures for preserving library materials. A typical library takes from four to six months to complete the Program, which involves the cooperation of 25 to 30 staff members. Using a structured planning procedure, a manual, and an extensive resource notebook, library staff prepare a detailed action plan for local preservation program development for the next three to five years, with the on-site assistance of a librarian-consultant trained by the Office of Management Studies.

Most PPP final reports begin with a discussion of the background of the institution and the external factors related to the current preservation situation. Task force reports then provide details on the specific concerns and interests of the individual sites. In a final section, libraries lay out their implementation plans.

Copies of PPP final reports are available for $10.00 each, either through library distributors, or by direct order from the OMS. Prepayment is required, and reports should be ordered by complete title, including library name. OMS Publication order forms are available by writing or calling OMS, 1527 New Hampshire Ave., Washington, D.C. 20036. 202 232-8656.

The Office of Management Studies was established in 1970 by the Association of Research Libraries with financial support from the Council on Library Resources. The Office also has received funding from The Andrew W. Mellon Foundation, The General Electric Foundation, The National Endowment for the Humanities, The Lilly Endowment, inc., and the H.W. Wilson Foundation. The OMS provides self-study, training, and publication programs and services to academic libraries, to assist them with organizational and staff development and strategic planning for change.

PRESERVATION PROGRAM FOR THE UNIVERSITY OF OREGON LIBRARY

THE FINAL REPORT OF THE PRESERVATION PLANNING PROGRAM

August, 1986

ARL/OMS PPP Study Team

James Carmin
Hilary Cummings
Robert Lockard
Carol Pratt
Keith Richard
William Schenck, Chair

"'AND FURTHERMORE,' THE ABBOT ADDED, AS IF TO APOLOGIZE FOR THE WEAKNESS OF THIS LAST ARGUMENT, 'A BOOK IS A FRAGILE CREATURE, IT SUFFERS THE WEAR OF TIME, IT FEARS RODENTS, THE ELEMENTS, CLUMSY HANDS. IF FOR A HUNDRED AND A HUNDRED YEARS EVERYONE HAD BEEN ABLE FREELY TO HANDLE OUR CODICES, THE MAJORITY OF THEM WOULD NO LONGER EXIST. SO THE LIBRARIAN PROTECTS THEM NOT ONLY AGAINST MANKIND BUT ALSO AGAINST NATURE, AND DEVOTES HIS LIFE TO THIS WAR WITH THE FORCES OF OBLIVION, THE ENEMY OF TRUTH.'"

Umberto Eco
The Name of the Rose.

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INTRODUCTION

Preservation is a national issue. Librarians, archivists, curators, and others entrusted with protecting and preserving the country's past realize that if action is not taken soon, much of the printed and written word from the past will disappear. And it is an important issue for the University of Oregon Library, with a collection of over 1,700,000 books and numerous other media. Valued conservatively at $60,000,000, the materials making up the Library's collections support the teaching and instructional programs of the University.

In spring 1985, the Library was selected to participate in the Preservation Planning Program (PPP) sponsored by the Office of Management Studies (OMS) of the Association of Research Libraries. The major commitment was made to participate in the program after lengthy discussions among members of the Library administration and Library department heads. The major goal of the study was to provide the University Librarian with information on current preservation activities and recommendations to improve those activities. A related desire was the need to raise the level of understanding and sensitivity of staff at all levels to preservation issues and concerns.

The Library has a firm foundation of preservation activities upon which to build a preservation program. There are some procedures already in place and many departments are currently engaged in one or more aspects of preserving library materials. In addition, there is a growing awareness of preservation concerns among staff members at all levels.

The Library now comes very close to meeting the ARL Recommended Guidelines for Preservation by spending 10% of the materials budget, and 4% of the overall budget, on preservation activities. In certain areas, the Library has been involved in preservation of its collections for many years. The Oregon Newspaper Microfilming Project, for example, has since 1953 been preserving copies of Oregon newspapers on microfilm. The Conservation Laboratory, constructed in 1985, can support an extensive conservation operation. In addition, many departments have initiated preservation activities. At least four departments are now encapsulating rare and valuable materials in their collections. The Slide Curator has improved procedures for handling and storing slides. The Library's various circulation units identify materials in need of repair. Circulation, Collection Development and Technical Services are working together to establish a policy to identify and replace brittle books. And the Catalog Department has prepared new binding specifications with strong preservation considerations.

These examples (and there are others too numerous to mention) indicate the extent of preservation activities in the Library. The

recommendations in this report attempt to build and expand these activities into a planned and coherent preservation program.

The University Librarian appointed a six-person study team in July 1985: James Carmin, Hilary Cummings, Robert Lockard, Carol Pratt, Keith Richard, and William Schenck, who served as chair. In the formative stages the Library worked with two consultants from OMS, Duane Webster and Patricia McClung. The PPP at the University of Oregon followed the general outline for the three-phase study recommended by OMS.

Based on discussions with the University Librarian, the Study Team made some assumptions which guided all deliberations.

Commitment. The Library has a commitment to preserve the materials in its collection.

Financial Setting. The Library now, and for the next several years at least, suffers from inadequate funding.

Space. Lack of space will continue to be a problem for several years.

Buildings. The majority of collections will continue to be housed in present library buildings for many years.

Collections. Emphasis has been on purchasing current materials; there is an increasing emphasis on purchasing non-book materials.

Resource Sharing. The Library will increasingly rely on other collections, but demand on this Library's collections will also increase as more of the Library's holdings are put into OCLC (Online Computer Library Center).

Access. Library materials must remain accessible to users.

During the first phase of the program, the Study Team prepared a background paper. This study examined trends in publishing, national developments in preservation, the institutional history and setting of the University of Oregon Library, and the Library's past and current preservation activities. The background paper served to educate members of the Study Team and to inform staff involved in the second phase.

In the second phase of the study, five task forces were appointed to examine specific topics and to make preliminary recommendations to the Study Team on ways to improve preservation activities. Task force members are listed in Appendix 1.

The Task Force on Environmental Conditions examined the physical setting in which Library materials are stored. The conditions under which these materials are kept contributes significantly to preserving these items.

The Task Force on Condition of the Collections used a sampling technique based on a survey done at Stanford University Library in 1979 to determine the actual condition of cloth-bound books and pamphlets in the collection. This task force also assessed the general condition of most other non-book materials in the collection.

The Task Force on Organization and Education surveyed the various preservation activities and organizational structure currently in place in the Library. In addition, this task force studied ways to educate both Library staff and users in preservation concerns.

The Task Force on Disaster Control examined the physical facilities of the Library to determine what impact these facilities have on Library materials stored in them. Although not charged with the preparation of a disaster plan, this task force compiled information which can be used to prepare such a plan.

The Task Force on Preservation Resources identified resources of many kinds and compiled a database which provides automated storage and retrieval of selected information on preservation.

The third phase of the PPP study involved a detailed examination of the recommendations of the five task forces. The Study Team drew on the reports prepared by the task forces to prepare the final set of recommendations. In preparing the recommendations, the Study Team balanced what it felt was necessary and important with what was practical and possible.

After the final draft was prepared, the Study Team met with the University Librarian and members of the Library administration to discuss the recommendations.

In this report, "Library" refers to the Main Library and all branches, with the exception of Pine Mountain Observatory and the Oregon Institute of Marine Biology. These two were not included due to their distant locations and special nature.

In the course of this study, the members of the Study Team were constantly reminded that most aspects of library work have preservation implications. Decisions on policies and procedures must take into account the impact those decisions have on preserving library materials.

The University of Oregon Library is fortunate in that only about 10% of its book collection is in very poor condition. While this still means that over 150,000 volumes are seriously deteriorated, it also indicates that the book collection of this research library is in better condition than that of many comparable institutions. But although the number of seriously deteriorated books is relatively small, the situation is critical. By taking strong and forceful action now, the University of Oregon Library can preserve the majority of its collections. Many of the needed changes can be accomplished at very little cost. The cost of inaction now will not

only mean greater expenses later, but, more importantly, a loss to future generations of a record of our heritage.

The members of the Study Team have been very encouraged with the interest and support given to us this past year by the staff of the Library. The Library administration has been supportive, as have our supervisors and co-workers. We thank you.

TASK FORCE ON ORGANIZATION AND EDUCATION

SUMMARY REPORT

The Task Force on Organization and Education was charged with investigating the organizational issues affecting preservation, and identifying needs for staff and patron education about preservation. The major issues examined were policies, organizational patterns, current procedures and programs (including training programs), and staffing.

To gather information about these issues, members of the Task Force interviewed Library department heads, supervisors, and administrators. Questions for department heads and supervisory staff primarily concerned current preservation activities, staff involved, time spent, communication with other units, and guiding policies. Questions for administrators shifted emphasis from preservation activities to issues relating more to the administration of a preservation program. These included the use of staff and other resources, policy and decision-making, communication patterns, education needs, and the effect of outside groups on a future Library preservation program.

The Task Force found that there are already several preservation activities taking place in the Library. A policy-making structure exists, and seven formal written policies having preservation implications were identified. Approximately 50 distinct preventive practices and corrective procedures were mentioned by interviewees as currently taking place, in addition to the ongoing Oregon Newspaper Microfilm Project. Current activities include shelving books properly, gathering and binding loose issues of periodicals, binding softbound monographs, identifying books for mending, dusting book stacks, and encapsulating single sheet items. In addition, the Library owns three audio-visual presentations on preservation, and within the past year awareness of the staff has grown considerably.

While there is a foundation for a preservation program, the Task Force observed a need for coordination, systematization, standardization, and documentation of preservation activities. Decisions with preservation implications are being made inconsistently and for the most part without benefit of standardized procedures or written policies. Most units reported that they received guidance on preservation matters from informal understandings, precedent, or supervisor's instructions. By charting communication patterns among units, it became apparent that there is no central location where preservation decisions are made, nor is there one person who is responsible for preservation matters. Preservation activities are carried out by all levels of staff, from students to professionals, with no consistency from unit to unit on who is doing what. Finally, there is no formal continuing education

program for staff, and little is being done to enlighten users of library materials. Nevertheless, the Task Force is hopeful that by adding to what is already being done, and by providing some coordination and guidance, a more comprehensive preservation program can be established.

TASK FORCE ON THE CONDITION OF THE COLLECTIONS

SUMMARY REPORT

The Task Force on the Condition of the Collections was charged to assess overall conditions of materials collected by the Library. Two studies were conducted during the ten weeks of the second phase. The first survey was a two-part evaluation of hardbound and pamphlet-bound materials, selected randomly and graded according to guidelines developed and first used at Stanford University in 1979. The second study was a non-random evaluation and summary of non-book materials collected, limited to manuscripts and archives, maps, microforms, photographs and negatives, sheet music, and slides. This second study is preliminary only and should be followed by more extensive surveys, in order to adequately develop guidelines for protecting all non-book materials.

Bound Volumes

All branches and departments within the Library, including the Oregon Collection, were surveyed, except Law, Public Affairs, and Special Collections. Law and Public Affairs have no shelf lists in the Main Library's Catalog Department, and the minor paper damage done to materials in testing during the survey eliminated most Special Collections holdings.

The volume study was conducted at a 95% confidence level with a 5% tolerance of error. A total of 374 bound volumes and 374 pamphlets were evaluated by a committee of twelve library staff, and the results were analyzed separately.

TOTAL BOOKS	0 - 50.8%	very good to excellent condition
	1 - 39.0%	fair to good condition
	2 - 10.2%	deteriorated
TOTAL PAMPHLETS	0 - 51.6%	very good to excellent condition
	1 - 38.2%	fair to good condition
	2 - 10.2%	deteriorated

It will be quickly noted that percentiles for books and pamphlets are nearly the same. Using 1.5 million books as a base figure for the number of bound volumes now in the Library's collections, approximately 150,000 pieces are seriously deteriorated.

Further analysis by year of publication showed that the majority

of books in the survey were published after 1960, indicating that the collection is very young. Most of these titles are in very good condition. However, the earlier the publication date, the greater the number of deteriorated volumes. Earlier titles not classified in the Library of Congress scheme are in the Dewey Collection, and these showed a much heavier rate of deterioration - nearly 29% of Dewey books within the sample and almost 28% of Dewey pamphlets surveyed were in very poor condition.

Many kinds of book materials were eliminated from the survey: unbound material, serial volumes, "board" storage bindings, VinaBind, CoverUps, and portfolios. A greater than expected number rate of Science and Math Library titles and a lower than expected number of Dewey Collection titles were selected. This resulted from the distribution of cards in shelf list drawers. Science and Math are rapidly growing collections with much space left in the drawers for new filing, whereas the Dewey Collection grows very little and has very full shelf list drawers.

The Stanford Survey is weighted toward the condition of paper, since once it becomes embrittled, no repair or restoration of the piece is possible. The survey places little emphasis on other kinds of damage or deterioration which may affect the condition of books, except as the overall condition of paper, bindings, or covers are affected. Insect/vermin damage, dust and dirt, mutilation, mold and mildew, and pH of paper were not studied separately.

Non-book Materials

The Library's holdings include significant numbers of non-book materials. The Task Force selected six important formats and developed a one-page questionnaire to be filled out by staff or faculty in charge of the particular collection. The survey requested an assessment of overall condition and an estimate of the percentages of items in excellent, fair to good, and poor condition within each collection. Respondents were also asked to rank the most significant sources of damage, if damage was noted.

Each collection was generally rated at good or excellent overall condition. Deterioration was seen in most cases to be the result of poor storage facilities or equipment, early staff handling and repair practices, patron use, and instability of materials. Poor storage was cited for all formats.

The examination of non-book formats must be regarded as a strictly preliminary review. An in-depth random study should be made of each major format to assess the actual condition of these important collections.

TASK FORCE ON PRESERVATION RESOURCES

SUMMARY REPORT

The Task Force on Preservation Resources was charged to identify available preservation resources which could be used by the Preservation Planning Program and in subsequent preservation activities. The term "resources" was defined to include, but not be limited to, published information sources. Other resources include information about skilled and experienced individuals; names, addresses, and categories of suppliers; and sources of various relevant services. The next part of the charge was for the Task Force to collect, organize, and store this information so that it would be readily available for anyone engaged in preservation work.

Task Force chairs and library staff who were in some way involved with preservation activities were interviewed with respect to use of information for preservation purposes. Brainstorming sessions produced several types of information necessary to support a preservation program. Similarly, additional sources of information were identified by interviews and literature searches. An important type of source was the basic bibliography, of which several exist in the field of preservation.

Collecting, storing, and retrieving this information was also a major concern of the Task Force. The Task Force recognized from the beginning that some type of data base management file (DBMF) would be essential. The Task Force decided to use as its DBMF, PC FILE III (version 3.0). After determining the fields or categories that each record would have, each member of the Task Force input their own specific information. From time to time these were merged so that each member would have an up-to-date data disk.

It was determined that although some local sources of information are available, an enormous amount of information is available on the national level and more is being produced all the time. Only someone knowledgeable about the preservation field would be in a position to effectively evaluate and select from it those sources which would be of local significance. Although the chosen DBMF was no more difficult than any other, it was found that it is more efficient if one person is responsible for studying the documentation and working with the program on a regular basis so as to be able to act as an informant for other more occasional users.

TASK FORCE ON ENVIRONMENTAL CONDITIONS

SUMMARY REPORT

The Environmental Conditions Task Force was charged with conducting a study of various environmental conditions that affect library materials. Because of limited time, available measuring equipment, and other constraints, it was decided to conduct two studies: the first, an intensive study of six fairly representative areas throughout the Library in which existing conditions (heat, relative humidity, air, light, support structures, vermin, and housekeeping activities) were measured, observed, and recorded; the second, a brief study of fifteen sites, was designed to observe and measure fewer conditions, and relied more on information gained from interviews with appropriate staff.

In conducting both studies, the Task Force discovered conditions existing throughout the Library which definitely contribute to the deterioration of its materials. As would be expected, certain potentially detrimental conditions were evident in most locations surveyed, while other harmful conditions were unique to particular sites. Fortunately, in several sites, conditions exist which are close to ideal for the storage of library materials, or are at least generally acceptable to meeting recent recommended standards. However, those areas which did exhibit environmental problems were numerous and varied. Therefore, it is difficult to list in priority order the most severe types of problems or the specific locations where the greatest problems exist.

Nevertheless, the study did reveal the most common problem in all surveyed sites appears to be related to temperature levels and variances. During the survey period, all twenty-one sites were found to have a higher recorded temperature than the recommended 65 degrees Fahrenheit, plus or minus 5 degrees; furthermore, three-fourths of the sites exhibited temperatures of more than 75 degrees Fahrenheit, and one-fourth more than 80 degrees Fahrenheit. Also, because relative humidity levels are generally connected to temperature levels and variances, it was of little surprise that not one site consistently recorded relative humidity readings that fell within the recommended levels for general collections of 50%, plus or minus 5%.

The apparent reasons for this excess warmth and differing levels of relative humidity are as varied as the temperatures themselves. In several sites, it appears that environmental control systems presently in place are inadequate to efficiently and properly heat and cool these spaces. Improper original design, or failure to realize environmental consequences when an addition or renovation was constructed may be the ultimate reason for the high temperatures and great fluctuations recorded at some areas. Other problems, which the Library can now rectify, include the lack of local control of heating

and cooling systems, and the nearby proximity of heat sources, such as light bulbs and windows which allow direct sun to enter interior spaces.

Temperature and relative humidity problems are only two kinds of environmental difficulties present in the Library. Many sites reported high levels of dust on library materials, indicating that the quality of cleaning maintenance may be inadequate, and that some materials are located improperly by being in the direct path of air sources. Many sites recorded materials being damaged by excess levels of light, caused by those items being too close to ultra-violet sources including sunlight and fluorescent lightbulbs, which contributes to the fading and weakening of library materials. The quality of various support structures in place can also have a great impact on the preservation of Library materials. The surveys of the Task Force discovered that there are certain problems with existing structures, and, as with all detrimental conditions discovered, the Task Force has made recommendations to remedy the varied situations.

Certainly, some recommendations can be implemented relatively easily and inexpensively. Others, however, will be more difficult to carry out because of the expense of equipment, or the staff time needed to effectively implement necessary changes. All recommendations, however, are important and will ultimately and invaluably benefit the Library's collections.

TASK FORCE ON CONTROL OF DISASTER

SUMMARY REPORT

Historically the visible expenditures of money on the University campus are the buildings and the books in the Library. The assignment of this Task Force involved a close look at the buildings housing library materials and how their present condition impacts on these materials. To carry out the charge given the Task Force a detailed outline was devised allowing each member of the Force to be all inclusive in their study of an assigned library facility. This outline included the following topics: 1) the physical environment; 2) the salvage of items by priority; 3) the safety of the people and the collection in a library, and 4) the State of Oregon Restoration Fund and how it affects the Library and its collections. The Task Force was not assigned the responsibility to prepare a disaster response plan. However, the general conclusion reached by the members of the Task Force was that the Library is poorly prepared for a disaster, and that the potential for a disaster is very real.

Some of the problems revealed by this intensive study are relatively simple to correct. Through regular, assigned maintenance, problems such as leaking roofs, overloaded electrical plugs, and dark stairwells could be rectified. The re-roofing of the 1937 building, as well as the cleaning and repointing of the brick facade, was a major accomplishment in 1984. The installation of smoke alarms and emergency lighting in 1976 was also a very positive move for the potential safety of the collection in the Main Library. Among the major problems is the lack of a disaster preparedness plan, the lack of a fire suppression system in all but one of the libraries, out-of-date electrical wiring, poorly developed air circulation systems, and no priority for the saving or salvaging of library materials or records. These major problems, as well as others identified by the Task Force, should be addressed by a disaster preparedness task force. Indeed the major recommendation of the Task Force is that such a group be appointed forthwith.

It is impossible to divorce the buildings housing libraries from the collections themselves. The building or physical environment can contribute quite easily to the ruination of a library collection. A building's brick, mortar, plaster, wiring, etc., suffers from neglected maintenance and is certainly a correctable problem in each case. This study has provided the University with the most detailed documentation ever on what needs to be done to correct building deficiencies.

The Library collection is a very important asset to the University. If the Library is to extend itself into the next century as a viable research library and continue its service to patrons, it cannot ignore the responsibility to preserve its collections for

future generations. The present generation is just the custodian of the collection. It is impossible to sever this custodianship from the responsibility to make sure that the materials are truly available for use in the years to come.

RECOMMENDATIONS

Introduction

These forty-three recommendations are based on the information compiled in the Background Paper, the reports of the five task forces, and deliberations and discussions of the Study Team itself. The recommendations are divided into sections on Organization, Programs and Policies, Disaster Preparedness, Environment, Education, and Supplies. With the exception of the first recommendation, "Hire a Preservation Officer," the recommendations are not listed in priority order.

The majority of the recommendations build on the preservation-related procedures and activities which are already in place throughout the Library. In some cases the Study Team believes that these procedures need to be strengthened, and for other recommendations there is a need to formalize and publicize existing activities.

There is a brief justification for each recommendation, and four categories - Responsibility, Time Frame, Fiscal Impact, and Staff Time. The figures listed for Fiscal Impact represent the best estimates of direct expenditures, but do not include time of staff involved to carry out these recommendations. The Study Team recognizes that staff time is a major factor to be considered in the implementation of these recommendations; this has been estimated when possible. These estimates refer only to the time of library staff.

A suggested time frame for the beginning of implementation is included for each recommendation. The time frame is based on the importance of the recommendation to the Library's preservation program, balanced by the estimated cost, feasibility, and amount of staff time involved in implementation.

The Study Team members recommend that the University Librarian review, over the next five years, the progress of implementing the recommendations within the suggested time frames.

Organization

1. **HIRE A PRESERVATION OFFICER AS SOON AS POSSIBLE.**

   This person would assume authority in the planning, organization, and coordination of all activities relating to preservation. S/he would serve as a resource person and would influence decisions made at all levels regarding policies and procedures relating to preservation. S/he would advise the Library administration on preservation matters and would work closely with department heads to coordinate and facilitate preservation activities and policies.

   Various options exist regarding the placement of this position in the Library organizational structure, several of which are suggested in the report of the Task Force on Organization and Education. However, the majority of the Study Team feels this person could be most effective if s/he would report directly to the University Librarian. Preservation concerns are pervasive throughout the Library, and this person should be in a position to work with staff in all units. The Study Team regards the hiring of a Preservation Officer as the most important of all its recommendations, and urges that it be implemented as soon as possible.

   Responsibility: University Librarian

   Time Frame: As soon as possible

   Fiscal Impact: To be determined

   Staff Time: 85-100 hours

2. **APPOINT AN AD HOC PRESERVATION COMMITTEE TO CONTINUE THE WORK OF THE PPP STUDY TEAM AND TO RECOMMEND AND COORDINATE IMPLEMENTATION OF POLICY UNTIL A PRESERVATION OFFICER CAN BE HIRED.**

   This Committee should be formed as quickly as possible in order to build on the momentum generated by PPP. It should be chaired by a member of the Library administration. Because the majority of money spent and staff involved in preservation activities is now in the Technical Services division, the AUL for Technical Services should chair this committee. Members should include those closely involved in preservation. The Committee's primary responsibility would be to implement the immediate or short-term recommendations of the Study Team. It would also have the authority to suggest appointments for ad hoc task forces to work on specific policies, such as a disaster plan and to maintain the Preservation Resources Data Base.

Organization

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Unknown; depends on term and size of committee and charge.

3. DESIGNATE ONE PERSON TO BE RESPONSIBLE FOR THE MAINTENANCE AND UPKEEP OF THE PRESERVATION RESOURCES DATA BASE.

It is strongly recommended that the data base produced by the Task Force on Preservation Resources be kept current. To properly maintain the quality and consistency of this data base, a single individual should be responsible for inputting all current information received from appropriate Library staff.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: Minimal

Staff Time: Two hours a week

4. STAFF AND EQUIP THE CURRENT MEND UNIT AND BINDERY UNIT AT A LEVEL TO PERMIT ASSIGNMENTS TO BE PERFORMED EFFECTIVELY.

These units are heavily impacted by preservation concerns. Furthermore, as quality craftsmanship is encouraged (sometimes slowing down processes), and as preservation awareness is increased, the workload in these units will also increase. The need for proper equipment and supplies will also become imperative.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: To be determined

Staff Time: Unknown; depends on how many people are hired and at what level.

Organization

5. HIRE A CONSERVATION TECHNICIAN TO WORK IN THE CONSERVATION LAB.

This position would require technical expertise and experience in conservation procedures. Within the last few years a student, under the supervision of the Rare Books Librarian, has worked on cleaning and dressing the leather bindings of rare books and made some protective enclosures for pamphlets in the Rare Book Collection.

Responsibility: University Librarian

Time Frame: Within two years

Fiscal Impact: To be determined

Staff Time: 50-100 hours

Programs and Policies

6. DEVELOP A PRESERVATION POLICY STATEMENT.

While there are several policies in place that have preservation implications, a preservation policy statement, as described by the "Guidelines for Minimum Preservation Efforts in ARL Libraries," would define the Library's preservation goals and objectives and include a statement of current and prospective preservation activities. It should include a general program statement that would convey to the Library staff, University administration, and to other ARL members, a clear sense of the content of the program, the direction that is intended by the Library administration, and the strength and emphasis with which it is to be pursued. The draft should be widely distributed and discussed; the policy statement would then be included in appropriate documents.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Seven hours

Programs and Policies

7. FORMALIZE AND UPDATE POLICIES AND PROCEDURES HAVING PRESERVATION IMPLICATIONS.

These should include:

a) purchasing decisions of new and retrospective material;
b) selection and evaluation of gift material;
c) weeding decisions;
d) binding and repair decisions, emphasizing procedures which are reversible and which do not alter the basic structure of the piece;
e) what material may be lent through interlibrary loan;
f) how materials should be packaged for mailing, both inter- and intra-library mailings;
g) encapsulation procedures.

These specific policies and procedures have been identified by Library staff as being needed, and others may exist. Presently staff are taking action in many of these areas, but without formal, written guidelines. Documentation would ensure consistency in training staff, reviewing procedures, identifying responsibility, charting flow of materials, and showing staff and unit relationships. The first three suggested policies could be included in all appropriate collection development statements.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: None

Staff Time: Unknown; depends on number of policies to be written @ ca. 7 hours/policy.

8. INCLUDE A PRESERVATION IMPACT STATEMENT IN ALL PRESENT AND FUTURE LIBRARY POLICIES.

The importance of awareness of preservation implications in every Library policy cannot be overemphasized. Preservation needs affect nearly every aspect of Library operations. These must be considered when making decisions, especially when the preservation implications are not obvious. Having a statement as part of the policy itself would ensure continued awareness of preservation implications.

Programs and Policies

Responsibility: Library administration

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Minimal

9. ESTABLISH A POLICY TO BE FOLLOWED WHEN EVIDENCE OF VERMIN WITHIN THE LIBRARY IS DISCOVERED.

A policy regarding vermin should be developed to be utilized when evidence of vermin is observed in any library location. It should include instructions to staff about what kind of action should be followed, who it should be reported to, etc.

Responsibility: University Librarian

Time Frame: Within two years

Fiscal Impact: None

Staff Time: Seven hours

10. DEVELOP AND INSTITUTE A BRITTLE BOOKS PROGRAM, INCLUDING CRITERIA FOR THE TREATMENT OR REPLACEMENT OF THESE MATERIALS.

Policies and procedures are urgently needed for dealing with books that are too fragile or too deteriorated for stack storage. These books are often not mendable or bindable, and may well not be replaceable. However, the text may be of considerable intellectual value. Such brittle materials are presently sent to Special Collections, where they can be used under restricted conditions. For various reasons, including severely limited space, this must be considered an interim emergency measure only. Moreover, unprotected brittle materials which may be returned to the open stacks should be clearly and permanently marked, so that they are not sent through the mend/replacement routine a second time.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Unknown; depends on extent, implementation, and staffing.

Programs and Policies

11. DEVELOP GUIDELINES FOR THE TRANSFER AND ADDITION OF MATERIALS TO THE RARE BOOKS COLLECTION.

Guidelines are needed to ensure that unique, rare, or otherwise valuable materials receive proper handling and storage. These guidelines should also apply to newly acquired materials in process. Gifts and purchased materials could then be sent to the Rare Books Librarian for appropriate decisions. Guidelines would also assist those responsible for repairing library materials to ensure that irreversible repairs would not be done on these materials.

Responsibility: Rare Books Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: 25 hours

12. EXPAND THE OREGON NEWSPAPER MICROFILMING PROJECT INTO A PRESERVATION MICROFILMING PROGRAM.

Since 1953, the Oregon Newspaper Microfilming project has been preserving Oregon newspapers on microfilm. The Library should build on the facilities and staff expertise already in place in order to provide a means of preserving the content of endangered materials while also permitting copying with minimum damage. Individuals or libraries requesting purchase of a copy of an entire work held uniquely by the Library should be provided with a microfilm copy. Procedures and charges for this program should be established.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: To be determined

Staff Time: Unknown

13. ESTABLISH A PRESERVATION FUND IN THE LIBRARY MATERIALS ACCOUNT.

A separate fund for preservation expenditures in the materials (6502) account would be used for purchasing replacement copies of materials which are in very poor condition. The Library would then have improved accounting control of this aspect of

Programs and Policies

preservation expense.

Responsibility: Collection Development Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Minimal

14. **PURCHASE MICROFORMS ON SILVER-HALIDE FILM, WHEN AVAILABLE, IF THE MATERIALS ARE TO BE RETAINED PERMANENTLY.**

Silver-halide is the only type of film produced to ANSI standards. Regardless of storage conditions, silver-halide film will outlast all other film. Exceptions to this recommendation should be high-use items which are easily replaceable, such as microform editions of major American newspapers and the University of Oregon COM Catalog.

Responsibility: Collection Development Librarian

Time Frame: Within six months

Fiscal Impact: Minimal

Staff Time: Minimal

Disaster Preparedness

15. **APPOINT AN AD HOC TASK FORCE TO DEVELOP A DISASTER PREPAREDNESS PLAN FOR THE LIBRARY.**

An overall plan that will make specific recommendations for each library and will include all facets of a disaster preparedness plan is necessary. This plan must take into consideration pre- as well as post-disaster actions. The Task Force on Disaster Control created a detailed list that should be utilized by this Disaster Preparedness Task Force.

Responsibility: University Librarian

Time Frame: Within one year

Disaster Preparedness

Fiscal Impact: Minimal

Staff Time: Unknown; depends on term and size of committee and charge.

16. **ENGAGE AN OUTSIDE CONSULTANT(S) TO EVALUATE THE ITEMS OF EXCEPTIONAL VALUE WITHIN THE LIBRARY.**

This process will allow the Library to:

a) know the value of these exceptional items;
b) provide a correct evaluation of worth with the State of Oregon Restoration Fund;
c) gain insight into what should be saved or given priority in any salvage operation;
d) identify what might be endangered to assign a priority for preservation.

Responsibility: University Librarian

Time Frame: Within five years

Fiscal Impact: To be determined

Staff Time: 20 hours

17. **REQUEST A COMPREHENSIVE FIRE INSPECTION AND MAKE THE REPORT AVAILABLE TO THE UNIVERSITY LIBRARIAN FOR APPROPRIATE DISTRIBUTION.**

One of the best ways to discover or uncover potential fire problems within the Library is to have the Fire Marshall make a survey of the Library. All negative reports are to be corrected as soon as possible with a re-inspection following. The results of such a study could be utilized by the future Task Force on Disaster Preparedness in designing their Disaster Response Plan.

Responsibility: Director, Administrative Services

Time Frame: Within six months

Fiscal Impact: To be determined

Staff Time: Minimal

Disaster Preparedness

18. **A) INSTALL AUTOMATIC FIRE SUPPRESSION SYSTEMS THROUGHOUT THE LIBRARY WHERE THEY DO NOT EXIST.**

B) PROVIDE AN ADEQUATE NUMBER OF FIRE EXTINGUISHERS CAPABLE OF EXTINGUISHING ALL TYPES OF FIRES.

The number of automatic fire suppression systems in the Library is limited to Archives and the Mathematics Library. A variety of systems exist and an investigation and evaluation of the systems would allow the Library to select the most suitable for a particular location. A fire suppression system would tend to limit the damage to a small area and would be available 24 hours per day.

Responsibility: University Librarian

Time Frame: A) Within five years
B) Within one year

Fiscal Impact: To be determined

Staff Time: 24 hours

19. **DUPLICATE MACHINE READABLE RECORDS DIRECTLY RELATED TO THE ESSENTIAL WORK OF THE LIBRARY AND ARRANGE FOR HOUSING THE DUPLICATED RECORDS OFF-SITE.**

Certain records of the Library would not be available in duplicate from vendors, and the operation of the Library in meeting its mission would be seriously interrupted if these records were destroyed. Conversion of existing unique records, e.g., the shelf-list and serials check-in file, to machine readable form for off-site storage should be undertaken. This would exclude the card catalog.

Responsibility: University Librarian

Time Frame: Within five years

Fiscal Impact: To be determined

Staff Time: Unknown

20. **REMEDY EXISTING OR POTENTIALLY HAZARDOUS CONDITIONS THAT NOW EXIST IN THE LIBRARY.**

At present not all stairwells have emergency lighting, creating

Disaster Preparedness

a potential difficulty in exiting a building when the regular lighting system has been cut-off. In the Law Library the stairwells are unlit at all times, creating a hazardous condition continually. The staff kitchen in the Main Library has several heat-producing appliances, e.g., range, oven, plug-in coffee urn, etc., and at present no one is assigned the responsibility to be sure that all the appliances are turned off or disconnected when the Main Library is closed each night. By adding this responsibility to closing duties in the Main Library this potentially hazardous situation would cease. If a similar situation exists in other libraries it could be remedied through this same method. Since library materials are stored in basements, on-site and off-site, water alarms and sump pumps should be installed in these locations.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: To be determined

Staff Time: Minimal

Environment

21. A) PURCHASE TWO ADDITIONAL HYGROTHERMOGRAPHS.

B) MONITOR LIBRARY SPACES USING THE LIBRARY'S HYGROTHERMOGRAPHS TO CONTINUOUSLY DETERMINE IF CONDITIONS ARE SUITABLE FOR LIBRARY MATERIALS.

In order to effectively measure and record temperature and humidity levels, and to effectively convey these conditions to appropriate personnel, it is necessary to commence an ongoing project to accurately document temperature and humidity levels. Having already purchased one hygrothermograph with monies from the PPP grant, the Library should purchase two additional hygrothermographs in order to monitor more areas within the Library simultaneously.

Responsibility: Director, Administrative Services

Time Frame: Within six months

Fiscal Impact: A) Moderate (approx. $700.00)
B) None

Environment

Staff Time: A) Minimal
B) One-half hour per week

22. PURCHASE TWENTY LABORATORY-GRADE THERMOMETERS TO BE DISTRIBUTED TO, AND HUNG IN AREAS WHERE LIBRARY MATERIALS ARE HOUSED, TO CONTINUOUSLY MONITOR TEMPERATURE LEVELS IN THOSE AREAS.

In order to identify areas within the Library that are excessively high in temperature, and because of the expense of more sophisticated equipment such as hygrothermographs, the Library needs alternative methods to accurately record and measure temperature levels. Areas with these thermometers could appoint a "monitor" who would be responsible for checking, recording, and reporting the temperature on a regular basis within the area.

Responsibility: Director, Administrative Services

Time Frame: Within six months

Fiscal Impact: Minimal (approx. $120.00 - 20 @ $6.00)

Staff Time: Two hours per week

23. A) REMOVE ALL LIBRARY MATERIALS WHICH ARE ENDANGERED BY BEING IN CLOSE PROXIMITY TO HEAT SOURCES, INCLUDING LIGHTS, AIR DUCTS, RADIANT HEAT UNITS, AND WINDOWS WHERE DIRECT SUN MAY STRIKE MATERIALS, OR, MODIFY THESE HEAT SOURCES TO MINIMIZE DAMAGE CAUSED TO LIBRARY MATERIALS.

B) ESTABLISH A LIBRARY POLICY CONCERNING "HAZARD ZONES" - AREAS WHERE LIBRARY MATERIALS SHOULD NOT BE HOUSED.

Irreparable damage to library materials is caused by their placement in the direct path of various heat sources. If these materials cannot be moved, sources can be modified in various ways. For example, the installation of window shades, or ultra-violet filtering film would prevent sunlight from causing damage to materials it presently strikes. Furthermore, a library policy should be established to identify "hazard zones," which may vary depending on the type of source. For example, there should be at least two feet between fluorescent light sources and library materials. This "hazard zone" should also apply to any other potentially damaging objects located near shelving and other storage units, e.g., water and sewage pipes, smoke detectors, fan cords, etc.

Environment

Responsibility: University Librarian

Time Frame: Within two years

Fiscal Impact: To be determined

Staff Time: Unknown

24. STORE ALL LIBRARY MATERIALS APPROPRIATELY IN PROPER AND ADEQUATE STORAGE FACILITIES.

Books must be stored on shelving that is of adequate depth and height; any inadequately sized shelving currently in use should be replaced with shelving of the appropriate size. Similarly, non-book materials, such as maps, microforms, drawings, etc., should be housed in storage units designed for those materials to minimize damage caused by improper storage facilities. In addition to using the correct storage unit, it is essential that all library materials be stored properly in an uncrowded manner. Furthermore, no library materials of permanent value should be stored on the floor.

Responsibility: University Librarian

Time Frame: Within five years

Fiscal Impact: To be determined

Staff Time: Unknown

25. A) REPLACE WOOD SHELVING CAUSING DAMAGE TO LIBRARY MATERIALS WITH STANDARD METAL LIBRARY SHELVING, GIVING PRIORITY TO PUBLIC ACCESS AREAS WHERE MATERIALS ARE USED HEAVILY.

B) IF REPLACEMENT OF PROBLEMATIC WOOD SHELVING IS NOT FEASIBLE, MAKE APPROPRIATE REPAIRS TO EXISTING SHELVES, SUCH AS SANDING, SEALING, ETC., TO PREVENT FURTHER DAMAGE TO LIBRARY MATERIALS.

Replacement of damaged or unsealed wood shelving with standard metal library shelving would also alleviate other problems, such as the accumulation of dust found on many closed-back wooden shelves. However, if wood shelving is properly repaired and maintained (including the adequate sealing of the wood surface to prevent acids and other harmful chemicals from permeating materials stored on them), damage caused by them to library materials will be minimized.

Environment

Responsibility: University Librarian

Time Frame: A) Within five years
B) Within one year

Fiscal Impact: To be determined

Staff Time: Unknown

26. **INTEGRATE REGULAR CLEANING MAINTENANCE ACTIVITIES, SUCH AS DUSTING STACK SHELVES, INTO EXISTING JOB DESCRIPTIONS OF LIBRARY STAFF, OR INVESTIGATE ALTERNATIVE WAYS TO HAVE THE WORK DONE.**

If dust and other harmful particles are allowed to settle and remain on library materials, their deterioration will be accelerated. Therefore, it is necessary for cleaning activities to be performed on a regular basis. Staff members in some areas of the Library presently perform this task (e.g., Special Collections), and it is possible that other areas of the Library can do this also. Alternative methods to perform cleaning tasks should be investigated, such as the recent project in the Main Library employing special needs students from the 4-J School District.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: None

Staff Time: Unknown

Education

27. **A) INSTITUTE AN ONGOING EDUCATION PROGRAM FOR ALL STAFF ON PRESERVATION ISSUES AND SET MINIMUM STANDARDS OF TRAINING.**

B) DEVELOP A PRESERVATION MANUAL.

Though the Library owns three video presentations on preservation issues and several departments incorporate some mention of common sense care of library materials into the routine training of student assistants, no formal training

program on preservation exists. The need for more guidance on preservation matters was a consistent suggestion by Library department heads and supervisors. All staff, including students, must be trained in such a program and not just public service staff or staff directly involved in preservation activities.

Minimum standards of training should be set for this continuing education program, which should include the following topics: basic preservation principles; effects of environmental conditions; identification of the parts of a book; causes of deterioration; proper book handling (e.g., shelving, correct use of book ends; types and use of book trucks; photocopying; misuse of paper clips and rubber bands, etc.); what to do if one finds an endangered book; consistent enforcement of food and drink policy;-how to react if a patron is seen abusing materials; and an emphasis on all aspects of preservation, not just book repair. In addition, it should be stressed that each individual has a responsibility for the collections.

A general manual on these topics should be developed to serve as documentation of the program. Individual departments could develop their own manuals to include issues specific to their areas. In addition, staff should be encouraged to make use of existing channels to communicate preservation concerns, activities, policies, and procedures.

Responsibility:	Preservation Committee; Personnel Librarian
Time Frame:	Within six months
Fiscal Impact:	A) None B) Minimal
Staff Time:	A) 15-20 hours (does not include number of staff at time of training program) B) 15-20 hours, depending on size and how widely distributed

28. PROVIDE MORE IN-DEPTH TRAINING AND EDUCATIONAL OPPORTUNITIES FOR SPECIFIC GROUPS OF STAFF, DEVELOPING MINIMUM STANDARDS TO BE ACHIEVED.

Specific groups include: 1) staff who are physically treating library materials (In 1985, the supervisor of the Book Processing Section was sent to a one-week formal training

program on Fundamental Techniques in Library Preservation); 2) subject specialists, in order to assist their decision-making regarding selection, replacement, and withdrawal of materials, as well as to what repairs can be made and the cost of those repairs; 3) supervisors of staff and students who charge materials or do stack maintenance, to provide guidance on identifying materials in need of attention; and 4) staff involved in shipping and receiving (e.g., Acquisition, Documents, Mail Clerk, Library Messenger, appropriate personnel from branch libraries, etc.), to establish guidelines for receipt, unpacking, inspection, distribution of new and gift materials, and packing materials for shipping (including between branches and Main Library).

Responsibility: Preservation Committee; Personnel Librarian

Time Frame: Within one year

Fiscal Impact: None

Staff Time: Unknown; depends on number of staff to be trained and depth of training.

29. **INCREASE LIBRARY STAFF AWARENESS OF POLICIES HAVING PRESERVATION IMPLICATIONS BY:**

A) WIDER DISTRIBUTION OF THE UNIVERSITY OF OREGON LIBRARY POLICY AND PROCEDURES MANUAL;

B) ASSEMBLING PRESERVATION RELATED POLICIES INTO ONE DOCUMENT WITH SUBSEQUENT DISTRIBUTION FOR DISCUSSION AND EDUCATION OF STAFF.

Some staff are unaware that policies with definite preservation implications are already in place. This recommendation would serve to educate staff, as well as to explicitly identify those policies which have preservation implications. Responsibility for implementing and enforcing these policies must be clarified, as in some instances this has not been clearly understood.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Minimal

Education

30. DEVELOP A PROGRAM TO DISSEMINATE INFORMATION ABOUT PRESERVATION BY:

a) encouraging staff to share expertise gained from workshops and other outside sources;

b) distributing monthly hardcopy updates of additions to the Preservation Resources Data Base;

c) routing certain preservation journals to appropriate staff;

d) maintaining a set of supply catalogs in Administrative Services for preservation supplies;

e) continuing the Preservation Resource Center on a limited basis including only ephemeral, uncataloged material.

Responsibility:
a) Library administration; Personnel Librarian
b) To be determined
c) Preservation Committee
d) Director, Administrative Services
e) Chair of the PPP Study Team until a Preservation Officer is hired.

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Minimal

31. IMPROVE THE UNDERSTANDING AND RESPONSIVENESS OF THE PHYSICAL PLANT AND APPROPRIATE BUILDING MANAGERS TO LIBRARY PRESERVATION NEEDS.

Control of the Library's internal environment is essential for the proper preservation of library materials. Because the Physical Plant largely regulates various environmental conditions throughout the Library, affecting temperature, humidity, light, and dust levels, it is essential that appropriate personnel be alert and responsive to the importance of adequately maintaining optimum environmental conditions within the Library. Although recent efforts by the Library have improved the Physical Plant's response to some environmental problems, the overall control of the environment remains a problem and needs to be continually addressed. In addition to maintaining everyday conditions, Physical Plant must also react effectively and quickly by taking proper

corrective action to emergency situations having preservation consequences, e.g., leaking roofs and pipes, chemical spills, etc. Besides informing present employees, there should be an ongoing program to orient new Physical Plant employees assigned to all library spaces. Building Managers in charge of buildings having branch libraries should also be included in this ongoing program.

Responsibility: Director, Administrative Services

Time Frame: Within six months

Fiscal Impact: None

Staff Time: Minimal

32. DEVELOP A PRESERVATION AWARENESS PROGRAM FOR THE USERS OF THE LIBRARY AND FOR THE UNIVERSITY COMMUNITY.

Emphasis should be placed on effective visual presentations such as displays, posters, bookmarks, and rainy day bookbags. Suggestions for displays include annual lobby exhibits, a dedicated case for preservation, or possibly a traveling exhibit. In fact, an exhibit is currently being prepared for the Library lobby cases to be on display November-December, 1986. The media has also shown an interest in reporting on these types of activities. In addition, the Library's publications distributed to the University community should be used to discuss preservation activities.

Responsibility: AUL for Public Services

Time Frame: Within six months

Fiscal Impact: Minimal

Staff Time: Unknown

33. CONSTRUCT A CHECKLIST-TYPE SURVEY TO DETERMINE CURRENT PRESERVATION ACTIVITIES AND STAFF INVOLVED.

This examination was begun by the Task Force on Organization and Education by constructing a spreadsheet listing all current preservation activities and all the Library units. The intersecting cells were to provide the total FTE spent on that activity in that unit by professional/supervisory staff, classified staff, student staff, or non-Library staff.

Education

Insufficient information prevented the details from being filled in, but a circulation of the spreadsheet to department heads would provide the missing details. This information could be used by the Preservation Officer and other interested staff to analyze preservation activities in the Library, to gather statistics, and to raise the consciousness level of staff.

Responsibility: Preservation Committee

Time Frame: Within six months

Fiscal Impact: None

Staff Time: 15-20 hours

34. DEVELOP AND CONDUCT A STATISTICAL SURVEY TO ASSESS THE CONDITION OF NON-BOOK MATERIALS IN THE LIBRARY'S COLLECTIONS.

A survey using proper methods and meeting recognized statistical standards would provide reliable information to guide handling, storage, and repair of non-book materials. This study would complement the Bound Volume Survey conducted by the Task Force on Condition of the Collections.

Responsibility: Preservation Officer and appropriate department heads

Time Frame: Within five years

Fiscal Impact: Minimal

Staff Time: 80-100 hours

35. INVESTIGATE WAYS TO REDUCE DAMAGE TO MATERIALS CAUSED BY PHOTOCOPYING.

These might include: displaying educational, eye-catching posters above the machines; purchasing new machines that are less harmful to materials during the copying process; and planning for staff to do in-house copying of library materials.

Responsibility: Director, Administrative Services; Preservation Committee

Time Frame: Within one year

Education

Fiscal Impact: To be determined

Staff Time: Unknown

36. INVESTIGATE AND EVALUATE DAMAGE CAUSED BY ALL BOOK DROPS CURRENTLY IN USE.

While book drops (including both interior and exterior access drops) are considered a necessity by many library staff members, and in many cases drops add to the public service the Library offers, the damage caused to library materials by their use is apparent, although difficult to measure. An investigation may reveal that simple modifications, such as the addition of padding to cushion the fall of books, may be made to existing drops which would greatly improve their impact on the preservation of library materials.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: None

Staff Time: Unknown

37. IMPLEMENT A STUDY OF LIBRARY BOOK TRUCKS TO DETERMINE THEIR IMPACT ON THE PRESERVATION OF LIBRARY MATERIALS.

The use of book trucks can contribute to the deterioration of library materials in a variety of ways. Some ways that damage can occur include: improper use of trucks, including overcrowding of materials on trucks, or the use of inadequately-sized trucks for the materials being stored on them; trucks in disrepair or of poor original design can sometimes cause them to fall over, damaging materials stored on them; trucks with sharp edges can damage library materials when moving through stacks. Some issues to be studied should include the quality of book trucks, the present quantity and distribution within the Library, and patterns of their use.

Responsibility: University Librarian

Time Frame: Within one year

Fiscal Impact: None

Staff Time: Unknown

Supplies

38. PURCHASE SUPPLIES AND EQUIPMENT THAT MEET PRESERVATION STANDARDS, WHEN APPROPRIATE.

Because of increased staff awareness, some of this is already being done. As procedures are improved, new and different supplies will be needed. Preservation considerations, as well as cost, should be taken into account.

Responsibility:	Department heads
Time Frame:	Within six months
Fiscal Impact:	Minimal
Staff Time:	Nothing additional if preservation supply catalogs are kept in Administrative Services

39. A) MONITOR EXPENDITURES FOR PRESERVATION SUPPLIES.

B) DEVELOP A SYSTEM ALLOWING FOR PHASED PURCHASE AND EMERGENCY ORDERING OF THESE PRESERVATION SUPPLIES.

The Library knows little about current spending for preservation materials and supplies. More effective fiscal planning and spending should ensue as information is gathered and distributed to appropriate staff. Trends in collection development, such as gift monies designated for music or changes in selection of non-book formats, should be communicated as early as possible to all departments affected, so that processing and storage supplies can be provided efficiently. Phased ordering and emergency ordering are necessary to ensure that essential supplies are always available for the protection of library materials.

Responsibility:	Director, Administrative Services; Collection Development Librarian
Time Frame:	Within six months
Fiscal Impact:	Minimal
Staff Time:	Minimal

Supplies

40. A) SPECIFY IN THE LIBRARY'S ANNUAL ORDER SUPPLY CATALOG AND STOCKED SUPPLY CATALOG THOSE CONTAINERS AND OTHER MATERIALS WHICH ARE ACID-FREE.

B) PURCHASE ACID-FREE CONTAINERS FOR LIBRARY MATERIALS, WHEN APPROPRIATE.

C) COMMENCE A PHASED PROGRAM TO STORE ALL LIBRARY MATERIALS, WHEN APPROPRIATE, IN ACID-FREE CONTAINERS, BEGINNING WITH AREAS HAVING UNIQUE MATERIALS, SUCH AS SPECIAL COLLECTIONS.

Materials intended to be kept in the permanent collection should be stored in appropriate containers free of acid and other chemicals which will damage materials stored within them. In order for department heads and other Library staff to easily obtain acid-free containers when ordering supplies, it is necessary that these containers be properly identified in the Annual Order Supply Catalog and Stocked Supply Catalog.

Responsibility:	A) Director, Administrative Services B) Department heads and appropriate staff C) Department heads and appropriate staff
Time Frame:	Within six months
Fiscal Impact:	Minimal
Staff Time:	A,B) Minimal C) Unknown

41. A) USE ACID-FREE PAPER (MEETING ANSI Z39.48-1984) FOR ALL PHOTOCOPIES MADE IN THE LIBRARY OF MATERIALS TO BE ADDED TO THE PERMANENT COLLECTION.

B) USE ACID-FREE PAPER (MEETING ANSI Z39.48-1984) FOR ALL LIBRARY PUBLICATONS CONSIDERED TO BE PERMANENT.

The Library should make every effort to meet the basic standards in permanence of materials; using acid-free paper for these materials would meet this standard.

Responsibility:	University Librarian
Time Frame:	Within six months
Fiscal Impact:	Minimal
Staff Time:	Minimal

Supplies

42. **PURCHASE FIRE PROOF CABINETS FOR THE HOUSING OF UNIQUE AND ESSENTIAL RECORDS.**

Records that are unique, e.g., faculty personnel files, inventories in Special Collections, gift lists, etc., could not be duplicated if destroyed by some type of disaster. In order to protect these essential records they must be housed in such a manner that would provide security during a disaster.

Responsibility: University Librarian

Time Frame: Within six months

Fiscal Impact: To be determined

Staff Time: Minimal

43. **PURCHASE AND INSTALL FLUORESCENT LIGHTS WHICH EMIT LESS THAN 75 WATTS/LUMEN. IF THIS IS NOT FEASIBLE, ULTRAVIOLET ABSORBING FILTERS SHOULD BE PLACED OVER FLUORESCENT LIGHTS.**

Ultraviolet radiation emission from fluorescent lights can cause irreversible chemical changes which will damage library materials.

Responsibility: Director, Administrative Services

Time Frame: Within two years

Fiscal Impact: To be determined

Staff Time: Minimal

APPENDIX 1

PRESERVATION PLANNING PROGRAM TASK FORCE MEMBERSHIP

Environmental Conditions

James Carmin, Chair
Rory Funke
Karen Griffin
Richard Heinzkill
Beckie Hoglund
Nancy Nathanson

Condition of the Collections

Carol Pratt, Chair
Dana Dinwiddie
Kenneth Duckett
Dennis Emerson
Peter Stark
Aimee Yogi

Organization and Education

Hilary Cummings, Chair
Alice Allen
Lisa Sieracki
Tom Stave
Laura Willey

Disaster Control

Keith Richard, Chair
Gordon Aamot
Mary Clayton
Francie Dietz
Shirien Stevens
Isabel Stirling

Preservation Resources

Robert Lockard, Chair
Kathy Farrier
Sandra Lebow
Howard Lindstrom
Christine Sundt

APPENDIX 2

RECOMMENDATIONS BY TIME FRAME

As Soon as Possible

1. Hire a preservation officer.

Within Six Months

2. Appoint a preservation committee.
3. Designate one person to be responsible for the maintenance and upkeep of the Preservation Resources Data Base.
6. Develop a preservation policy statement.
8. Include a preservation impact statement in all present and future library policies.
10. Develop and institute a brittle books program.
11. Develop guidelines for the transfer and addition of materials to the Rare Books Collection.
13. Establish a preservation fund in the library materials account.
14. Purchase microforms on silver-halide film, when available, if the materials are to be retained permanently.
17. Request a comprehensive fire inspection.
20. Remedy existing or potentially hazardous conditions that now exist in the Library.
21. (A) Purchase two additional hygrothermographs.
21. (B) Monitor library spaces using the Library's hygrothermographs.
22. Purchase twenty laboratory-grade thermometers.
27. (A) Institute an ongoing education program for all staff on preservation issues and set minimum standards of training.
27. (B) Develop a preservation manual.
29. Increase library staff awareness of policies having preservation implications.
30. Develop a program to disseminate information about preservation.
31. Improve the understanding and responsiveness of the physical plant and appropriate building managers to library preservation needs.
32. Develop a preservation awareness program for the users of the Library and for the university community.
33. Construct a checklist-type survey to determine current preservation activities and staff involved.
38. Purchase supplies and equipment that meet preservation standards, when appropriate.
39. (A) Monitor expenditures for preservation supplies.
39. (B) Develop a system allowing for phased purchase and emergency ordering of these preservation supplies.

40. (A) Specify in the Library's Annual Order Supply Catalog and Stocked Supply Catalog those containers and other materials which are acid-free.
40. (B) Purchase acid-free containers for library materials, when appropriate.
40. (C) Commence a phased program to store all library materials, when appropriate, in acid-free containers.
41. (A) Use acid-free paper (meeting ANSI Z39.48-1984) for all photocopies made in the Library of materials to be added to the permanent collection.
41. (B) Use acid-free paper (meeting ANSI Z39.48-1984) for all library publications considered to be permanent.
42. Purchase fireproof cabinets for the housing of unique and essential records.

Within One Year

4. Staff and equip the current mend unit and bindery unit at a level to permit assignments to be performed effectively.
7. Formalize and update policies and procedures having preservation implications.
12. Expand the Oregon Newspaper Microfilming Project into a preservation microfilming project.
15. Appoint an ad hoc task force to develop a disaster preparedness plan for the Library.
18. (B) Provide an adequate number of fire extinguishers capable of extinguishing all types of fires.
25. (B) If replacement of problematic wood shelving is not feasible, make appropriate repairs to existing shelves.
26 Integrate regular cleaning maintenance activities into existing job descriptions.
28. Provide more in-depth training and educational opportunities for specific groups of staff, developing minimum standards to be achieved.
35. Investigate ways to reduce damage to materials caused by photocopying.
36. Investigate and evaluate damage caused by all book drops currently in use.
37. Implement a study of library book trucks to determine their impact on the preservation of library materials.

Within Two Years

5. Hire a conservation technician to work in the conservation lab.
9. Establish a policy to be followed when evidence of vermin within the Library is discovered.
23. (A) Remove all library materials which are endangered by being in close proximity to heat sources, including lights, air ducts, radiant heat units, and windows where direct sun may strike materials, or modify these heat sources to minimize damage caused to library materials.

23. (B) Establish a library policy concerning "hazard zones" - areas where library materials should not be housed.
43. Purchase and install fluorescent lights which emit less than 75 watts/lumen. If this is not feasible, ultraviolet absorbing filters should be placed over fluorescent lights.

Within Five Years

16. Engage an outside consultant(s) to evaluate the items of exceptional value within the Library.
18. (A) Install automatic fire suppression systems throughout the Library where they do not exist.
19. Duplicate machine readable records directly related to the essential work of the Library and arrange for housing the duplicated records off-site.
24. Store all library materials appropriately in proper and adequate storage facilities.
25. (A) Replace wood shelving causing damage to library materials.
34. Develop and conduct a statistical survey to assess the condition of non-book materials in the Library's collections.

APPENDIX 3

RECOMMENDATIONS BY RESPONSIBILITY

University Librarian

1. Hire a preservation officer.
2. Appoint a preservation committee.
3. Designate one person to be responsible for the maintenance and upkeep of the Preservation Resources Data Base.
4. Staff and equip the current mend unit and bindery unit at a level to permit assignments to be performed effectively.
5. Hire a conservation technician to work in the conservation lab.
6. Develop a preservation policy statement.
7. Formalize and update policies and procedures having preservation implications.
9. Establish a policy to be followed when evidence of vermin within the Library is discovered.
10. Develop and institute a brittle books program.
12. Expand the Oregon Newspaper Microfilming Project into a preservation microfilming project.
15. Appoint an ad hoc task force to develop a disaster preparedness plan for the Library.
16. Engage an outside consultant(s) to evaluate the items of exceptional value within the Library.
18. (A) Install automatic fire suppression systems throughout the Library where they do not exist.
18. (B) Provide an adequate number of fire extinguishers capable of extinguishing all types of fires.
19. Duplicate machine readable records directly related to the essential work of the Library and arrange for housing the duplicated records off-site.
20. Remedy existing or potentially hazardous conditions that now exist in the Library.
23. (A) Remove all library materials which are endangered by being in close proximity to heat sources, including lights, air ducts, radiant heat units, and windows where direct sun may strike materials, or modify these heat sources to minimize damage caused to library materials.
23. (B) Establish a library policy concerning "hazard zones" - areas where library materials should not be housed.
24. Store all library materials appropriately in proper and adequate storage facilities.
25. (A) Replace wood shelving causing damage to library materials.
25. (B) If replacement of problematic wood shelving is not feasible, make appropriate repairs to existing shelves.
26. Integrate regular cleaning maintenance activities into existing job descriptions.

29. Increase library staff awareness of policies having preservation implications.
36. Investigate and evaluate damage caused by all book drops currently in use.
37. Implement a study of library book trucks to determine their impact on the preservation of library materials.
41. (A) Use acid-free paper (meeting ANSI Z39.48-1984) for all photocopies made in the Library of materials to be added to the permanent collection.
41. (B) Use acid-free paper (meeting ANSI Z39.48-1984) for all library publications considered to be permanent.
42. Purchase fireproof cabinets for the housing of unique and essential records.

Library Administration

8. Include a preservation impact statement in all present and future library policies.
30. Develop a program to disseminate information about preservation. (Shared)

Assistant University Librarian for Public Services

32. Develop a preservation awareness program for the users of the Library and for the university community.

Collection Development Librarian

13. Establish a preservation fund in the library materials account.
14. Purchase microforms on silver-halide film, when available, if the materials are to be retained permanently.
39. (A) Monitor expenditures for preservation supplies. (Shared)
39. (B) Develop a system allowing for phased purchase and emergency ordering of these preservation supplies. (Shared)

Director, Administrative Services

17. Request a comprehensive fire inspection.
21. (A) Purchase two additional hygrothermographs.
21 (B) Monitor library spaces using the Library's hygrothermographs.
22. Purchase twenty laboratory-grade thermometers.
30. Develop a program to disseminate information about preservation by maintaining a set of supply catalogs in Administrative Services for preservation supplies.
31. Improve the understanding and responsiveness of the physical plant and appropriate building managers to library perservation needs.

35. Investigate ways to reduce damage to materials caused by photocopying. (Shared)
39. (A) Monitor expenditures for preservation supplies. (Shared)
39. (B) Develop a system allowing for phased purchase and emergency ordering of these preservation supplies. (Shared)
40. (A) Specify in the Library's Annual Order Supply Catalog and Stocked Supply Catalog those containers and other materials which are acid-free.
43. Purchase and install fluorescent lights which emit less than 75 watts/lumen. If this is not feasible, ultraviolet absorbing filters should be placed over fluorescent lights.

Personnel Librarian

27. (A) Institute an ongoing education program for all staff on preservation issues and set minimum standards of training. (Shared)
27. (B) Develop a preservation manual. (Shared)
28. Provide more in-depth training and educational opportunities for specific groups of staff, developing minimum standards to be achieved. (Shared)
30. Develop a program to disseminate information about preservation, by encouraging staff to share expertise gained from workshops and other outside sources.

Rare Books Librarian

11. Develop guidelines for the transfer and addition of materials to the Rare Books Collection.

Department Heads

38. Purchase supplies and equipment that meet preservation standards, when appropriate.
40. (B) Purchase acid-free containers for library materials, when appropriate.
40. (C) Commence a phased program to store all library materials, when appropriate, in acid-free containers.

Preservation Committee

27. (A) Institute an ongoing education program for all staff on preservation issues and set minimum standards of training. (Shared)
27. (B) Develop a preservation manual. (Shared)
28. Provide more in-depth training and educational opportunities for specific groups of staff, developing minimum standards to be achieved. (Shared)

30. Develop a program to disseminate information about preservation by routing certain preservation journals to appropriate staff.
33. Construct a checklist-type survey to determine current preservation activities and staff involved.
35. Investigate ways to reduce damage to materials caused by photocoying. (Shared)

Preservation Officer

34. Develop and conduct a statistical survey to assess the condition of non-book materials in the Library's collections.

Chair of the PPP Study Team

30. Develop a program to disseminate information about preservation by continuing the Preservation Resource Center on a limited basis including only ephemeral, uncataloged material.

To be Determined

30. Develop a program to disseminate information about preservation by distributing monthly hardcopy updates of additions to the Preservation Resources Data Base.